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A G E N D A

Career Service Panel
Office of Research and Development
6 March 1972

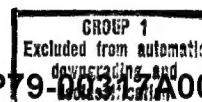
0900 hours
Room 607 - Conference Room

1. Review of agenda for 6 March 1972
2. Review of minutes for 14 February 1972
3. Review of minutes for 22 February 1972
4.
 - a. Promotions
 - b. Staff changes and additions
 - c. Advance notice of special training25X1A9a
5. Competitive Evaluation - GS-12s
6. ITEM I (Minutes - 14 February 1972)
 - a. REVIEW OF PRESENT ORD PROCEDURES AS TO COMPETITIVE EVALUATION AND MAKE ANY RECOMMENDATIONS OR CHANGES
 - b. OTHER RECOMMENDATIONS FOR COMPETITIVE EVALUATION
7. ITEM II (Minutes - 14 February 1972)
 - a. FMSAC 10 YEAR STAFFING PROJECTIONS
 - b. FMSAC PROJECTED PROFESSIONAL LOSSES DURING FY 71-80
 - c. FMSAC PROJECTED CUMULATIVE PROMOTIONAL HEADROOM FY 71-80
 - d. FMSAC PROMOTIONAL READINESS OF PROFESSIONALS FY 71-80
 - e. ORD PROJECTED OFFICE STAFFING REQUIREMENTS AND HEADROOM
8. Consider a 3-man Sub-Panel Evaluation Committee
9. New business
 - a. Representative for Management Advisory Group (MAG)
 - b. Performance Appraisal Workshop

Attachment
Reviewer Assignments -
GS-12s

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CAREER SERVICE PANEL
Minutes of the Meeting
6 March 1972

Attendees:

Chairman
(the meeting at 1120 hours)

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Secretary

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1. [REDACTED] called the meeting to order at 0910 hours.

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2. [REDACTED] asked for the ORD Career Service Panel attendance records for the last six months.

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25X1A9a [REDACTED] moved to approve the CSP Agenda for 6 March 1972.

[REDACTED] seconded the motion. Vote unanimous. Motion carried.

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4. [REDACTED] requested the following item to be added to the Agenda for 6 March 1972 under New Business:

9.b. ORD Skills List for ORD

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5. [REDACTED] moved that the minutes for 10 January 1972 be approved. [REDACTED] seconded the motion. Vote unanimous. Motion carried.

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6. [REDACTED] moved that Item 6, minutes of 14 February 1972 as follows be deleted because he felt it was more of an item for the Staff Meeting:

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[REDACTED] stated that he has become aware of the fact that the Support Staff/ORD is not being kept informed of various activities being done within ORD Divisions which are pertinent to the Support Staff operation. As a consequence, the Staff has been put into embarrassing situations at times because of this lack of information. He requested Division Chiefs to keep this in mind.

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6. (Continued)
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██████████ seconded the motion. Two members voted in favor of the motion; three members were not in favor of the motion. Motion not carried.

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7. ██████████ moved that the minutes for 14 February 1972 be approved. ██████████ seconded the motion. Vote was unanimous. Motion carried.

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8. ██████████ moved that the minutes for the Special CSP Meeting on 22 February 1972 be approved. ██████████ seconded the motion. Vote unanimous. Motion carried.

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9. ██████████ reported the following:

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PROMOTIONS

██████████ Secretary Steno, Optics/ORD from GS-6 to GS-7 on 20 Feb 72.

REASSIGNMENTS

None

ADDITIONS

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██████████ GS-11, Step 5 to PMS/ORD from OSA, Contract Negotiator, 22 Feb 72.

RETIREMENTS

None

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TERMINATIONS

██████████ Secretary Steno, GS-6, P-C/ORD. Returned to home area.

SPECIAL NOTES

Competitive Evaluation of GS-13s will be done in April.

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TRAINING NOTES

██████████ EO/ORD, GS-15 - Training approved by A/DD/ORD for CSP.

Leadership Workshop - a two-week program
(Leadership Development Associates)
Cost \$625 Tuition

375 Travel & Per Diem
\$1000

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10. ██████████ reported to the Panel that there had been no nominees approved for the Federal Executive Institute - FY 73. ██████████ had been approved by the D/ORD but had declined. After some thought to the matter, ██████████ felt that his work responsibilities were such that he should not attend the FEI at this time.

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CORRECTED SHEET

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25X1A9a 11. [REDACTED] moved that [REDACTED] and [REDACTED] be considered as new nominees for the Federal Executive Institute - FY 73. [REDACTED] seconded 25X1A9a the motion. Six members voted in favor of the motion; one member was not in favor of the motion. Motion carried.

25X1A9a 12. [REDACTED] moved that ORD schedule the Performance Appraisal Workshop for 19 and 20 April for ORD people who prepare fitness reports.

25X1A9a 13. [REDACTED] moved to amend [REDACTED] motion that ORD schedule the Performance Appraisal Workshop for 19 and 20 April for ORD people who prepare fitness reports and ask that [REDACTED] arrange with Office of Training that this session be given as a 1/2 day briefing. [REDACTED] seconded the motion. Five members voted in favor of the motion; two members opposed 25X1A9a the motion. Motion carried.

25X1A9a 14. [REDACTED] moved that ORD schedule the Performance Appraisal Workshop for 19 April 1972 for ORD people who prepare fitness reports and have [REDACTED] arrange with Office of 25X1A9a Training that this session be given as a 1/2 day briefing. Four members voted in favor of the motion; three members opposed the motion. Motion carried.

15. Results of Competitive Evaluation - GS-12s:

Name	Division	Division Rating	Reviewer Rating	CSP Rating	Rank
[REDACTED]	P-C	A	A	A	1
[REDACTED]	AP	A	B	B	3
[REDACTED]	O	B	-	C	7
[REDACTED]	R-P	B	B	C	4
[REDACTED]	An	C	B	C	10
[REDACTED]	R-P	B	B	B	5
[REDACTED]	An	B	B	C	6
[REDACTED]	R-P	B	C	C	8
[REDACTED]	An	C	C	C	9
[REDACTED]	R-P	B	B	B	2
[REDACTED]	P-C	B	B	B	6

25X1A9a 16. [REDACTED] stated that he felt [REDACTED] 25X1A9a [REDACTED] should be reviewed by a Special Sub-Panel Evaluation Committee.

25X1A9a 17. Discussion followed on the criteria used by CSP members when preparing the GS-12s ranking worksheets.

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18. [REDACTED] stated that based upon what he believed to be an appropriate evaluation criteria, there was no way he could effectively grade an individual such as [REDACTED] with this group of GS-12s. The primary difficulty is that the position responsibilities of [REDACTED] relate primarily to programs which require extensive field testing. His forte rests in this area and not in a specific technical discipline as in the case for most other men in this category. Since exposure within ORD is limited for such an individual, he must come up unjustly short in such an evaluation. He thought other individuals on the GS-12 list were also in this position. A solution could be to decide upon different categories as appropriate for a particular grade prior to the evaluation. [REDACTED] further stated his evaluation procedure considered in essence the following:

1. Academic background
2. Accomplishments by the employee
3. Potential for growth

The emphasis was placed upon the latter. He stated that the ranking list he submitted would have been quite different if this had been a promotion list. He felt that the CSP had to get on record what criteria would be used in the ranking system exercise and whether the list should be a promotional or a growth potential listing.

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19. [REDACTED] asked that the following item be included on the next CSP agenda:

Criteria used in ORD Experimental
Ranking System

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20. [REDACTED] pointed out to the CSP members that only five members had submitted GS-12 worksheets.

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21. [REDACTED] informed the Panel that the CSP will continue to use the ORD standard method of evaluating GS-13s and continue the ranking system exercise in an experimental way for GS-13s.

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22. [REDACTED] requested that the GS-13s worksheets be submitted to [REDACTED] by COB on 24 March 1972. (THIS DATE HAS BEEN CHANGED TO 5 APRIL 1972.)

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23. [REDACTED] moved that the CSP request [REDACTED] to review the methodology he used for establishing the ranking ratings in order that the CSP members might address some of their comments to this at the next session.

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24. [REDACTED] suggested that the above request be made an item for the Agenda, CSP meeting on 10 April 1972.

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25. [REDACTED] moved that Items 6, 7, and 8 on the Agenda for 6 March 1972 be deferred to the next CSP meeting.

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[REDACTED] seconded the motion. Vote unanimous. Motion carried.

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26. [REDACTED] moved that the CSP recommend the following nominees for the Management Advisory Group:

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AP/ORD

R-P/ORD

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[REDACTED] seconded the motion. Five members voted in favor of the motion. There was one abstention. Motion carried.

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27. [REDACTED] requested that ORD compile a realistic ORD skills list and send a copy to each ORD division. There was no decision made.

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28. [REDACTED] made a statement of intent to promote [REDACTED] from GS-12 to GS-13.

29. Meeting adjourned at 1200 hours.

(THE NEXT MEETING OF THE CSP IS SCHEDULED FOR 10 APRIL 1972 in ROOM 607. THIS IS THE FINAL CHANGE ON THE ROOM NUMBER.)

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[REDACTED]
Executive Secretary
Career Service Panel/ORD

APPROVED:

[REDACTED]
Acting Chairman, CSP/ORD

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